

Message Text

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61

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DRAFTED BY S/S-S:EDNEWSOM

APPROVED BY A:JMTHOMAS

S/S:-REWOODS

S/S:MR. BORG

S/S-EX:JMORAN

S:JCOVEY

A/O:JMELROSE

S - MR. ADAMS

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O 012324Z NOV 75

FM SECSTATE WASHDC

TO AMEMBASSY PARIS IMMEDIATE

LIMITED OFFICIAL USE STATE 259580

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.), PFOR

SUBJECT: PRESIDENT'S VISIT: SUPPORT FOR THE SECRETARY
OF STATE

FOR A ADVANCE HARVEY BUFFALO FROM THOMAS

1. FOLLOWING ARE OFFICE AND TRANSPORTATION REQUIREMENTS
FOR S, SENIOR STATE AND S/S STAFF DURING THE SECRETARY'S
VISIT TO PARIS.

2. SUPPORT OFFICES FOR S/S AND SENIOR STATE STAFF:
BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN
STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR
STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE, BUT NOT
ADJACENT TO SPECIAL ASSISTANTS' OFFICE AND ON SEPARATE
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FLOOR, IF POSSIBLE.

3. EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES. MINIMUM REQUIREMENTS;

- FOUR DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES, FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

4. SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE SENIOR STATE DEPARTMENT STAFF. EQUIP WITH FOUR DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

5. OFFICE MACHINES. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC, BUT MINIMUM REQUIREMENT IS THAT TYPE MUST BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

6. COPY MACHINES. PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICE BE AVAILABLE AND/OR A BACK-UP MACHINE PROVIDED.

7. GROUND TRANSPORTATION. ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

- ONE VEHICLE FOR THE SECRETARY'S IMMEDIATE STAFF.
- ONE VEHICLE FOR THE S/S TEAMS.
- VEHICLES FOR COURIERS (INSTRUCTIONS FOR COURIER SERVICE COVERED SEPTTEL).

8. IN ADDITION TO ABOVE REQUIREMENTS, WOULD APPRECIATE YOUR ASSURING THAT ALL S/S PERSONNEL ARE PROVIDED UPON ARRIVAL WITH NECESSARY SECURITY PASSES FOR ACCESS TO THE SECRETARY'S LIVING QUARTERS AND OFFICE SPACE AND TO THE AIRCRAFT RAMP DURING THE ARRIVAL CEREMONIES. NAMES OF S/S TEAMS WILL BE PROVIDED SEPTTEL.

9. COURIERS SHOULD ALSO BE CLEARED FOR ACCESS TO THE LIMITED OFFICIAL USE

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SECRETARY'S STAFF OFFICE AND PROVIDED NECESSARY PASSES.

10. ADDITIONAL S/S REQUIREMENTS BEING SENT SEPTTEL FOR EMBASSY ACTION.

11. IN ADDITION, IN ORDER TO SUPPORT THE SECRETARY DURING MEETINGS AT RAMBOUILLET, THE S STAFF WILL REQUIRE MINI-OFFICE AS NEAR AS POSSIBLE TO THE CONFERENCE SITE.

MINIMUM REQUIREMENTS FOR THIS OFFICE ARE: SINGLE ROOM;
ONE WORKING TABLE; ONE TYPEWRITER AND TYPEWRITER STAND
(THOUGH TWO WORKING TABLES WOULD BE PREFERABLE); OFFICE
SUPPLIES AND FORMS. THERE WILL BE NO CLASSIFIED STORAGE
HERE. KISSINGER

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